

**Site Innovation Grant Application**

**Please read through the application and be prepared to provide all the information requested. Incomplete applications will be returned to you for redevelopment, if received in time for you to correct, and we will favor applications completed properly over those not developed. Well-developed projects with a solid team capable of implementing them are key to your success.**

**Part I – Applicant Details**

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| --- | --- | --- |
| Team Leader Name | Team Leader Email | Team Leader Phone |

**Grant Category (choose one):**

\_\_\_\_\_ Single school site

\_\_\_\_\_ Multiple schools within a single district

\_\_\_\_\_ Multiple districts and schools

**Names of all schools and/or districts**

School 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**More? Add here**

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**Names, titles and contact information for all Team members**

The team should consist of: Educator/s who will be working with students to implement program; Program Manager/s; District Special Ed Directors; IT personnel involved if project includes technology

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| --- | --- | --- |
| Name | Email | Title |
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**Part II – Project Overview**

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total dollar amount requested \_\_\_\_\_\_\_\_\_\_\_ Number of IEP Students impacted by this project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Breakdown of specific disabilities of IEP students

Disability type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students\_\_\_\_\_\_\_\_\_\_\_\_

Disability type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students\_\_\_\_\_\_\_\_\_\_\_\_

Disability type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students\_\_\_\_\_\_\_\_\_\_\_\_

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Disability type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students\_\_\_\_\_\_\_\_\_\_\_\_

Disability type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students\_\_\_\_\_\_\_\_\_\_\_\_

Brief summary of the project, including area/s of impact for students and project objective/s. One-two paragraphs.

**Part III Project Details – this section is worth 45% of how the project will be evaluated.**

Tell us in more detail about why the project should be considered as an innovation grant. Specifically, include the following:

1. **What technology, strategy and/or system is/are involved**
2. **Is the current classroom/site infrastructure sufficient to implement the grant? If not, what upgrades/changes would be necessary? (E.g. internet connection upgrade, electrical work, additional furnishings etc.)**
3. **What specific target areas of need are addressed in this project:**

Communication

Curriculum

Literacy

Technology

1. How does this project impact the specific disabilities or challenges you hope to impact. Be as descriptive as you can as to how you envision this project directly impacting and improving students’ learning opportunities.
2. Take us through what your plans are for implementing the project and for achieving your stated objective/s. What does it look like at the student level?

**Part IV – The Team – this section is worth 25% of how the project will be evaluated**

The success of the project will depend on the team being in place and on board with implementing it. If the project involves technology, you need an IT person on your team who is prepared to answer questions about the feasibility and capability of your site/s to accommodate your project before it can be approved.

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| --- | --- | --- |
| Team Member Name and Title | Sp Specific Task | Timeline |
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**Names of any Vendors, including sales reps, who would be providing goods, services, technology, support.**

**Part V – Budget – This section is worth 5% of how the project will be evaluated.**

Please provide an itemized list of all expenses and costs associated with this project, including tax, shipping, and other incidentals. In addition, please indicate what percentage you wish to have funded by DSE. It’s ok if you hope DSE will fund 100%, but we need to know all potential costs, and whether there is buy in from other sources. This can include discounts you obtain from vendors.

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| --- | --- | --- | --- |
| Item | Amount | % from DSE | % other source (name) |
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| **TOTAL** |  |  |  |

**Part VI Evaluation – This section is worth 25% of how the project will be evaluated**

Provide details on how your team plans to evaluate the project’s effectiveness. This is essential if we, or others, plan to roll it out in other locations. You will need to think about how you plan to measure outcomes and report back to us.

Our goal is to have evaluations in hand after one school year of the project being in place. We recognize that there can’t be a one-size-fits-all evaluation matrix, but consider these points:

Number of students reached

Breakdown of specific challenges/disabilities of participants

Age and grade range of students

What assessments will be used at the beginning and at the one-school-year mark of the project period. You will need to follow students’ progress, or otherwise assure us you will be able to measure benchmarks and outcomes.

Who will be conducting assessments

Actual costs – a detailed accounting of how the money was spent.

Description of your evaluation process: